



INTERIM PERFORMANCE APPRAISAL

(SHORT FORM)

State Form 52404 (9-05)

This form is an optional communication tool to be used during the annual review period.

Employee Name	Supervisor Name
Agency/Division	Review Period to

PERFORMANCE SUMMARY – Performance Expectations

A. Summarize performance to date for all performance expectations

B. Identify any new expectations or make modifications based on changed circumstances.

PERFORMANCE SUMMARY – General Factors *(Summarize performance to date for all general factors)*

DEVELOPMENT NEEDS *(Status update of agreed upon training needs and or any additional training/resources needed to assist you in meeting current goals in next 3-6 months)*

EMPLOYEE COMMENTS *(Include comments about and/or needs from supervisor)*

Employee signature	Date
Supervisor signature	Date